

# SAFEPLAN



## FY2019 Request for Grant Applications

### ***The Massachusetts Victim and Witness Assistance Board***

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The mission of MOVA is to empower all crime victims and witnesses in the Commonwealth of Massachusetts. MOVA strives to ensure access to equitable services, across the Commonwealth, which meet the unique needs of those impacted by crime through survivor-informed policy development, fund administration, training, and individual assistance.

# Massachusetts Office for Victim Assistance

## SAFEPLAN

### Request for Grant Applications (RGA)

#### RGA File Name/Title:

FY2019 SAFEPLAN

#### RGA File Number:

2019SAFEPLANVWA

#### Procuring Department:

Massachusetts Office for Victim Assistance

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#### Applicable Procurement Law

MOVA adheres to 815 CMR 2.00, the Comptroller's policy for State Grants, Federal Sub-Grants and Subsidies (September 2014). Information pertaining to these procurement regulations may be found on the [comptroller's website](#).

#### Expected Duration of Contract (initial duration and any options to renew)

<i>Contract Duration</i>	<i>Number of Options</i>	<i>Number of Years</i>	<i>Instructions</i>
Initial Duration	n/a	One – July 1, 2018-June 30, 2019	Initial 1 year contract
Renewal Options	3	Three - July 1, 2019-June 30, 2020; July 1, 2020-June 30, 2021; July 1, 2021-June 30, 2022	Dependent on agency performance, identified renewal requirements, and availability of funds.
Total Maximum Contract Duration	n/a	4 years	n/a

RGA and all required forms can be downloaded from <https://www.COMMBUYS.com/bsa/> and [www.mass.gov/mova](http://www.mass.gov/mova)

**SAFEPLAN Grant**  
***FY2019 Request for Grant Applications***  
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## Introduction

This procurement is for currently funded SAFEPLAN host agencies only. The purpose of this procurement is to provide continued support to currently funded host agencies providing SAFEPLAN services. SAFEPLAN is a partnership between the Massachusetts Office for Victim Assistance (MOVA), community-based domestic violence/sexual assault agencies (host agencies), courts, and district attorney's offices. SAFEPLAN Advocates provide crisis intervention, individualized safety planning, referrals to additional critical resources, information about available options, support and advocacy services to victims of domestic violence, sexual assault, and stalking who are seeking protection through the court system via the [M.G.L. c. 209A](#) Abuse Prevention Order or [M.G.L. c. 258E](#) Harassment Prevention Order process. Currently, SAFEPLAN exists in 50 district and probate and family courts throughout Barnstable, Berkshire, Bristol, Essex, Franklin, Hampden, Hampshire, Middlesex, Plymouth, and Worcester Counties.

The SAFEPLAN Program is managed and coordinated statewide by MOVA. Community-based domestic violence/sexual assault agencies located across the Commonwealth employ the SAFEPLAN Advocates who are based in district, probate and family courts in various regions across the Commonwealth.

MOVA operates under the guidance of the Victim and Witness Assistance Board (VWAB). The VWAB administers federal funds for SAFEPLAN services through the Federal Victims of Crime Act of 1984 (VOCA), VOCA statute 34 USC 20103, and the state line item 0840-0101. All funding decisions are based on the availability of funds, demonstrated need, and strength of the application. All grant awards are made by the VWAB.

## Eligibility

Qualified applicants who are interested in applying for SAFEPLAN funding **must** operate as a non-profit organization with 501(c)(3) status that, at a minimum, meets the requirements of a "domestic violence victims' program" as described in M.G.L. c. 233 § 20K, or has a history of providing SAFEPLAN services, and has a record of providing direct service to victims of domestic violence. The applicant must have the approval and support of their agency's Board of Directors in applying for SAFEPLAN funding. Upon award, successful applicants will be required to sign a Memorandum of Understanding (MOU) in coordination with MOVA. The MOU template is available to view on [COMMBUYS](#).

Successful applicants must abide by the requirements set forth in this RGA and the effective edition of the SAFEPLAN Policies & Procedures Manual. Applicants are strongly encouraged to read all documents thoroughly prior to preparing an application.

## Funding Goals

Within this RGA, existing SAFEPLAN host agencies will be eligible to apply for increased staffing levels within their existing courts. SAFEPLAN services will not be expanding beyond existing courts and/or existing host agencies. A full listing of identified courts and SAFEPLAN host agencies can be found on [COMMBUYS](#). Any increase in staffing approved for FY19 will be based on allowable requests, available funds and appropriate justification.

Should additional funds become available, MOVA also reserves the right to make additional awards to one or more of the sub-recipients by taking into account the responses submitted to this application, the needs of SAFEPLAN, and/or best value to the Commonwealth.

## Available Funding

The SAFEPLAN Program is sustained by two funding sources: the Victims of Crime Act (VOCA), which is federal funds, and a state appropriation. In FY2018, MOVA awarded \$2,812,419.00 of funds to 14 host agencies to provide SAFEPLAN services. In FY2019, MOVA anticipates awarding in excess of current funding levels to support SAFEPLAN services. This procurement represents the first year of a four-year cycle and will run from

July 1, 2018 – June 30, 2019. It is anticipated that a renewal process for FY2020 funding will occur in the final months of calendar year 2018.

Funding associated with this grant is subject to final state appropriations, receipt of identified federal funds, and approval by the VWAB. MOVA reserves the right to reduce grant awards and/or modify required services or priorities associated with these grants.

### **Matching Requirement**

A match requirement may be required for SAFEPLAN awards. MOVA will assist successful applicants in meeting this requirement.

### **Method for Cost Reimbursement**

**The SAFEPLAN grant is a cost reimbursement grant.** Successful applicants will be provided the necessary instruction and forms regarding reimbursement. Successful applicants must have sufficient funds on hand to support the project without a cash advance. **Reimbursements will be made only for costs included in the approved program budget, and only after the approved costs are incurred and expensed.** Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

## Application Process

### Register on COMMBUYS

COMMBUYS, the Commonwealth's Procurement system will be utilized for posting the application, questions, and ultimately the awards related to this procurement. Although not required, all applicants are encouraged to register on COMMBUYS as a "Seller". Information regarding registration and training can be found at: <http://www.COMMBUYS/training-and-registration.html>

### Intent to Apply

All applicants are strongly encouraged to submit a letter of intent for each VOCA program by **December 20, 2017**. Failure to do so may impact the review process. The form can be found on [COMMBUYS](#). A hard copy original is not required. Confirmation of receipt will be sent via e-mail to the program contact listed on the form.

### Timeline

November 16, 2017	Anticipated Date, Release of Request for Grant Applications on <a href="#">COMMBUYS</a>
December 6, 2017	Bidders' Conference (non-mandatory) - Best Western Royal Plaza Hotel, 2:30pm-3:30pm
<b>December 20, 2017</b>	<b>Intent to Apply Form due</b>
January 5, 2018	Deadline to submit written questions regarding RGA. Answers to questions will be posted to <a href="#">COMMBUYS</a> on or before January 9, 2018
<b>January 16, 2018</b>	<b>Electronic Grant Submission Deadline 5:00 p.m.</b>
<b>January 17, 2018</b>	<b>Postmark Deadline for Hard Copy Submission</b>
March 28, 2018	Pending Victim and Witness Assistance Board Meeting: Vote on SAFEPLAN awards
July 1, 2018	Start date for FY19 SAFEPLAN grant
January 2019	Renewal application for year two (exact date TBD)
June 30, 2022	End date for SAFEPLAN grant

**Note: Timetable is subject to change at the discretion of MOVA and/or the Victim and Witness Assistance Board.**

### Bidders Conference

A non-mandatory Bidders' Conference will be held at the Best Western Royal Plaza Hotel in Marlborough, MA from 2:30pm-3:30pm. Though not mandatory, potential applicants are strongly encouraged to attend. A registration form can be found on [www.mass.gov/mova](http://www.mass.gov/mova) and COMMBUYS.

### Questions/Technical Assistance

Kristen Tavano, Senior Grants Procurement Manager, is the designated Procurement Team Leader for this RGA. Applicants may submit written questions about the RGA or Policies and Procedures until January 5, 2018. Questions should be submitted via [COMMBUYS](#), faxed to 617-586-1367, or e-mailed to [kristen.tavano@state.ma.us](mailto:kristen.tavano@state.ma.us). Answers to all questions received will be posted on [COMMBUYS](#) on or before January 9, 2018. **In order to abide by the Commonwealth's Procurement Policies and Procedures, only written questions will be permitted.**

*Any amendments, cancellations, corrections or clarifications to this RGA will be made by the Procurement Team Leader. Notifications will be posted on [COMMBUYS](#) and sent via e-mail to applicants intending to apply.*

## Application Instructions

All applicants are required to use the PDF application provided by MOVA. This application is fillable and progress can be saved. It is the responsibility of the applicants to ensure that they have downloaded the appropriate software to fill out this application. The software can be found at: [Adobe Reader](#)

## Documents for Application Submission:

Forms are available on [COMMBUYS](#) and [www.mass.gov/mova](#).

### A. PDF Application

#### Section I.

##### Agency Information, Funding Request, Eligibility Requirements

Provide contact information for the agency's parent organization and the leadership contact. Complete the funding request, eligibility checklist and program staffing sections.

#### Section II.

##### Contact Information/Authorized Signatory

Provide contact information for the individuals who will be the programmatic contact (such as a Director or a Program Coordinator), fiscal contact (such as a CFO or a Controller), and contract manager (the person responsible for contract/program compliance with SAFEPLAN Policies and Procedures) for the SAFEPLAN program. The applicant's authorized signatory should sign the application – a wet ink signature is required on the hard copy.

#### Section III.

##### SAFEPLAN Program Narrative

Each applicant must supply detailed responses to each question. Note that responses will be limited to the text box itself.

1. Proposed level of services
  - a. State the number of new clients which you anticipate serving across all courts in FY19. List the court(s) in which you provide SAFEPLAN services, FTE's assigned to each, the number of new clients you anticipate serving in each, and describe the need for ongoing services in each location.
  - b. Provide information on the process for court coverage during times of need and/or staff illness.
  - c. Were you able to meet or exceed the number of new clients to be served, as stated in the FY18 application? If no, describe the barriers which prevented your agency from reaching the goal.
2. Provide one specific example of the impact your SAFEPLAN services have had on a victim of domestic violence, sexual assault, and/or stalking.
3. Provide one specific example and [describe the collaborative relationship with District Attorney Office staff in providing coordinated responses and services to victims](#) in FY18.
4. Provide one specific example of an accommodation SAFEPLAN advocates are able to provide to clients with special needs (ex: LGBTQ, LEP).
5. Describe the training requirements and supervision structure for SAFEPLAN Advocates at your agency, and how this meets the statutory requirements of M.G.L. c.233 § 20K and, if applicable, M.G.L. c.233 § 20J. Identify the role the Senior SAFEPLAN Advocate plays in this structure.
6. Identify the professional development opportunities that will be made available to SAFEPLAN funded staff as part of this grant application. If unknown at this time, describe the plan in place to identify opportunities.
7. Describe your agency's inclusion of volunteers in the SAFEPLAN program, including training and supervision requirements.

## **B. FY2019 Funding Request and Narrative**

Applicants are required to identify each cost as direct or administrative, while maintaining a 75% direct/25% administrative split requirement as detailed. In the event of an unforeseen change in funding availability, direct services will be prioritized. MOVA reserves right to return to a 90/10 split. For each line item, a budget narrative is required to justify and explain all costs in full detail. Detailed information on budgets, allowable costs, and program limitations are contained in the SAFEPLAN Policies and Procedures Manual.

## **C. Adherence to SAFEPLAN Policies and Procedures Manual Form**

This form must be signed and included with the application, and the effective edition of the manual must be complied with throughout the contract period.

## **D. Proposed Court Coverage Agreement**

This proposed agreement shall include the schedules and court assignments for each of the Advocates, volunteers/interns, the plan for coverage indicated when an Advocate will not be available in court, and should not be reduced from current FY18 staffing levels. Include the specific days and times for each Advocate's schedule, along with how back-up Advocates can be reached (e.g. cell phone, beeper). Upon approval, this document will become part of the applicant's grant file and utilized as a reference by both MOVA and court staff. **This document must be updated and submitted to MOVA for approval throughout the grant period if any changes occur.**

## **E. Contractor Authorized Signatory Listing Form**

All applicants must complete the Contractor Authorized Signatory Listing Form, which identifies the individual(s) authorized to sign contracts for the organization. Applicants may authorize multiple signatories for the organization. The authorized signatory on the "Cover Page" of the application must be identified on this form. This form must be notarized.

## **F. Letter from Applicant Leadership**

Submit a letter written and signed by the President or Chair of the Board of Directors of the host agency that indicates support for the renewal application submittal, and that the agency agrees to abide by the SAFEPLAN Policies and Procedures Manual and any modifications or additional requirements that may be imposed by law.

## **G. Organizational Questionnaire**

Submit form addressing questions based on applicant agency.

## **H. Paid SAFEPLAN Staff: Submit Job Description and Resume per Position**

Provide a one-page job description for each SAFEPLAN funded position. The job description should include **only** the duties performed by staff through SAFEPLAN funding. Staff titles must match those titles listed in the narrative, court coverage agreement, and funding request. Place the corresponding resume after each job description. Any personal or identifying information, beyond the employee's name, **should** be redacted from these documents. All applications become public documents after awards are made. SAFEPLAN funded positions titles must state SAFEPLAN Advocate or Senior SAFEPLAN Advocate only. Refer to the SAFEPLAN Policies & Procedures, for further guidance on allowable job responsibilities for SAFEPLAN Advocates.

## **I. Unpaid/Volunteer Staff: Submit Job Description and Resume per Position**

Provide a job description, no longer than one page, for the use of unpaid volunteer victim service staff working in conjunction with the SAFEPLAN services - including recruitment, training, lines of supervision, and unpaid/volunteer activities. If resumes are available, provide them in your application. Any personal or identifying information, beyond the volunteer's name, **should** be redacted from these documents. All

applications become public documents after awards are made. The use of volunteers is a requirement of this grant. For more information on this requirement, refer to SAFEPLAN Policies & Procedures.

## **J. Agency and SAFEPLAN Program Organization Structure Charts**

### ***Agency structure***

Provide a chart of the agency's current administrative structure, indicating where the SAFEPLAN program fits into the agency and direct lines of supervision.

### ***SAFEPLAN Program structure***

Provide an organizational chart of the SAFEPLAN Program. Indicate all SAFEPLAN positions, including the person that oversees the program, supervisors, and volunteer staff. Include every 'direct service' volunteer position and how they fit into the agency structure. If there is not a volunteer who will be supporting the SAFEPLAN Program through 'direct service', include all other volunteers who will support SAFEPLAN administratively. Delineate the total hours that the direct service staff are employed, and the funding sources that support the staff time. (For example, Jane Smith, Advocate, 40 hrs/wk - .5 FTE SAFEPLAN /.5 FTE EOPSS).

## **K. Victim Release of Information Form**

SAFEPLAN Advocates must utilize the applicant's Victim Release of Information Form when necessary. Provide a copy of the agency's Victim Release of Information form. Release of Information forms should specify from whom the information is being requested or released to and the length of time the release is in effect.

## **L. Victim Confidentiality Policy**

Submit a description no longer than one page of your agency's victim confidentiality policy that includes how confidentiality is upheld specifically within the SAFEPLAN Program and how the confidentiality of records is maintained. Additionally, submit a copy of the agency's written confidentiality policy. Confidentiality policies should be formalized and apply to all individuals having access to confidential information.

## **Additional Attachments:**

***If applicable (M):***

## **M. Federally approved indirect cost rate letter**

Applicants requesting indirect cost rates are required to provide either a current federally approved indirect cost rate letter or may request the ten percent de minimus rate. The de minimus rate may not be requested in the event that the applicants federally approved rate has expired. All rates are subject to MOVA review prior to contracting.

## Grant Application Submission

**Electronic applications are due no later than 5:00pm on January 16, 2018.**

**Hard copy applications MUST be postmarked no later than January 17, 2018.**

*Final decisions to extend or waive deadline requirements due to extraordinary circumstances (such as the closure of state government due to inclement weather conditions, strikes, or unforeseen circumstance) may warrant an exception, which will be communicated by MOVA. Individual applications received after the submission deadline will be deducted points from their overall score.*

Send applications to:  
Massachusetts Office for Victim Assistance  
One Ashburton Place, Room 1101  
Boston, MA 02108  
Attn: Kristen Tavano, Senior Grants Procurement Manager

Applicants will submit their application by utilizing two methods;

### 1. Hard Copy

A printed copy of all application documents and required attachments must be submitted either via U.S. Post Office, UPS, FedEx or hand delivery to MOVA. All original documents that require a “wet/original ink” signature must be sent - MOVA retains all original documents as part of the application file. Only original applications with original signatures will be accepted.

It is strongly recommended that if hard copy applications are sent using a U.S. Post Office, UPS, or FedEx that a tracking number is obtained and used for your submission. These tracking numbers can be shared with the Procurement Team Leader.

### 2. Electronic Copy

Applicants must submit all documents as separate attachments. The PDF grant application and grant funding request forms are fillable and can be saved. It is strongly encouraged that applicants save their progress as they complete their applications. Application documents created by MOVA must be received in their respective formats (PDF) and cannot be accepted in an alternative format i.e. scanned copies. Electronic signatures are required. Applicants may use read receipts to ensure delivery of applications.

Application documents must be e-mailed to: [MOVAGrants@state.ma.us](mailto:MOVAGrants@state.ma.us)

Ensure that attachments are labeled correctly, clearly identifying whom they are from and what the document is. MOVA recommends using the following example as a proper attachment label:

- *Example 1:* 2019SAFEPLAN\_Application\_AgencyName
- *Example 2:* 2019SAFEPLAN\_FundingRequestForm\_AgencyName

### Evaluation Criteria

MOVA will conduct a preliminary review of responses to ensure eligibility of applicants. Those responses that do not meet all of the eligibility requirements as outlined may not be funded.

MOVA will make a best value determination and reserves the right to negotiate with successful applicants. As this RGA is considered a continuation of the awards from FY17, any increase in funding will be approved based on demonstrated need, justification for request, and current funding available.

The following areas will be considered when reviewing applications:

- Has applicant provided a complete application, including a detailed program narrative and funding request, which outlines allowable SAFEPLAN services within their existing courts?
- A detailed review of responses will also consider the following:
  - Need for level of services proposed (FTEs proposed in each court);
  - Complete and thorough submittal of proposed Court Coverage Agreement, including information on the process for court coverage during times of need/staff illness;
  - Impact of services, collaboration, and special needs accommodation examples;
  - Description of training requirements and supervision structure which meets the statutory requirements of M.G.L. c.233 § 20K and, if applicable, M.G.L. c.233 § 20J.

## **Debriefing Procedures:**

Unsuccessful applicants may request a debriefing from MOVA. To request a debriefing, the applicant must contact the Procurement Team Leader in writing or via e-mail. Requests for debriefing must specify which grant the debriefing is referring to and be received within 14 days of the award vote by the VWAB. The Procurement Team Leader will schedule a mutually convenient time to meet, in person or via conference call. A debriefing presents an opportunity for the unsuccessful applicant to ask questions regarding the evaluation of its application and the review process overall. Debriefings are forums in which areas of weakness or non-compliance in the application can be identified and discussed, along with suggested improvements for future applications. Unsuccessful applicants aggrieved by the decision of a department must participate in a debriefing as a prerequisite to an administrative appeal.



The recipient of funds must also agree to abide by the Office of Justice Programs (OJP) Financial Guide, effective edition, [Office of Justice Programs Financial Guide](#). For more information, see the General Subgrant Conditions posted on [www.mass.gov/mova](http://www.mass.gov/mova)

If selected for a SAFEPLAN award, a copy of the Standard Contract Form will be e-mailed to the Executive Director of your agency and copied to the identified Contract Manager in your grant, and must be signed before the deadline in order to enter into a contract with the Commonwealth. By signing this form, the Contractor agrees to comply with all applicable Massachusetts and federal laws and regulations and to perform the contract in accordance with the Commonwealth Terms and Conditions for Human and Social Services.

The applicant may not alter this RGA or its components except for those portions intended to collect the bidder's response. Modifications to the body of the RGA, application, specifications, terms and conditions, or any other documents that would change the intent of this RGA are prohibited. Any modifications other than those made where the applicant is prompted for a response will disqualify the response.

Applications are expected to be complete upon submittal. MOVA reserves the right to deny review of an incomplete application. Review the Checklist carefully to ensure that required information is not omitted from the application. Do not submit any materials that are not requested, as they will not be considered.